



Recruiting
Late summer 2009 – Peak hiring spring 2010
Call 866-861-2010



Supervisory Positions

Supervisory Exam Required (D-270)

<u>Position</u>	<u>Pay Rate</u>	<u>Tentatively Hiring</u>
Field Operations Supervisor Oversees the activities of the field personnel. May be required to schedule and administer testing of job applicants for positions in the office. Monitors testing sessions, maintaining testing files, and reviews application forms. Complete the appointment process for Crew Leaders, Crew Leader Assistants and Enumerators (as needed) during training sessions. Guides in field operation procedures, supervision, and administration.	\$18.00-\$20.00/hr	Oct '09 – Jan 2010
Office Operations Supervisor Assists in the supervision of the day-to-day activities of the office clerks. Assigns work to subordinates to ensure accuracy and completeness. Reports daily performance and progress of subordinates to supervisor. Reviews and certifies payroll forms for employees under his/her supervision. Coordinates the activities of the office clerks assigned to the technical processing operations.	\$15.50 - \$17.50/hr	Oct '09 – Jan 2010

If you have previously tested August-2008 thru March 2009, and have not received a job offer by the end of March for our first operation, you do not have to re-test. Your application will remain in our applicant pool for selection during our next peak hiring.

Please understand that not every qualified applicant will be hired. Selections are made based on several factors including successful employment test, test score, language skills, completed application, favorable background check, work availability in your community, hours you are available, and veteran's preference. For more information, please contact us or visit our website:

www.2010censusjobs.gov
866-861-2010

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